



State of Nevada – Department Of Personnel

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
MICROFILM OPERATOR IV	25	H	9.729
MICROFILM OPERATOR III	24	H	9.725
MICROFILM OPERATOR II	23	H	9.719
MICROFILM OPERATOR I	21	H	9.720

SERIES CONCEPT

Microfilm Operators perform microfilming assignments which include document preparation, filming, and inspection of processed film; and perform related work as required.

Prepares documents for filming to ensure that documents are in proper sequence and that the camera equipment will not be jammed or damaged. Preparation includes, but is not limited to, organizing or verifying that documents are in the established alpha and/or numeric sequence; disposing of duplicate documents; removing staples, paper clips and fasteners; repairing torn or bent documents; and marking documents that need both sides filmed. Document preparation is typically not reviewed unless a problem or unusual situation occurs.

Microfilms documents to provide a more compact system of information or records storage. Microfilming is accomplished using a rotary or planetary camera. The microfilming is reviewed for proper alignment and legibility of documents, and accurate indexing/retrieval marks.

Sets up the camera to properly film documents. Setting up the camera includes, but is not limited to, loading and/or unloading film, programming camera for a variety of filming options, setting the alignment for documents, and adjusting the exposure on planetary cameras. The setting up of the camera is typically not reviewed unless a problem or unusual situation occurs. The exposure is checked by running a density test for legibility.

Inspects processed film for proper alignment and legibility of documents and for accurate indexing/retrieval marks. Inspecting is performed with a microfilm reader or microfiche jacket reader-insert, and then authorizing the destruction/disposal of documents filmed and inspected. The inspecting of film is typically not reviewed unless a problem or unusual situation occurs.

Corrects film to ensure proper alignment and legibility of documents and for accurate indexing/retrieval marks. Correcting film consists of refilming illegible and misaligned documents, inspecting the processed film with the corrections, and using a splicer to splice the correct film onto the end of the proper reel or inserting in the proper microfiche jacket. The correcting process is typically not reviewed unless a problem or unusual situation occurs.

Performs equipment maintenance to ensure maximum equipment efficiency. The maintenance tasks include, but are not limited to, cleaning the camera lenses, cleaning rotary camera glass guides, vacuuming out equipment, and replacing paper in reader-printer equipment. The maintenance tasks are typically not reviewed unless a problem or unusual situation occurs.

Performs a variety of clerical duties to provide necessary support to the microfilming function. The clerical duties include, but are not limited to, typing or handwriting microfilm cartridge labels or microfiche jacket labels, typing or handwriting the Certificate of Authenticity sheet, and handwriting a variety of targets (e.g., starting, ending, correction, missing documents, etc.); filing documents that are waiting to be filmed, filing the Certificate of Authenticity once a project is filmed and

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Page 2 of 6

SERIES CONCEPT (cont.)

inspected, and filing the microfilm cartridges or microfiche jackets in the established alpha and/or numeric sequence; retrieving and making reprints of requested documents on microfilm/fiche; and, answering the telephone. The clerical duties are typically not reviewed unless a problem or unusual situation occurs.

Establishes procedures and work processes to ensure consistency and provide supervision of Microfilm Operator II's day to day work flow is determined by the program needs and resources and are reviewed technically for feasibility time, and budgetary constraints. Assures, evaluates and administers first level of discipline. Completes and/or approves personnel and payroll documents in order to provide supervision necessary to support the microfilming function.

May perform in a supervisory/leadperson capacity over other Operators to ensure microfilming functions are carried out. The supervisory/leadperson duties may include, but are not limited to, organizing and assigning work tasks: completing microfilm production reports on Operators; training Operators in microfilm procedures and practices: developing the microfilm section's policies and procedures; approving/disapproving leave; completing or assisting with the completion of employee evaluations on Operators. The supervisory/leadperson duties would not take up a substantial portion of the Operator's work time. These duties would be reviewed by the Operator's supervisor for conformance with supervisory principles and practices and for overall productivity of the microfilm operation.

CLASS CONCEPTS

MICROFILM OPERATOR IV

Positions provide direct supervision, set priorities and assign duties according to the workload and provide training to assigned Microfilm Operators II's.

This is the supervisory level in this series.

MICROFILM OPERATOR III

Under general supervision, positions allocated to this class perform the range of duties described in the series concept for a variety of State agencies and other political subdivisions and operate a variety of microfilm equipment to include large planetary cameras which require setting up and adjusting the equipment for reduction rate, manually adjusting the exposure according to the light sensitivity of each document, adjusting lighting, and manually focusing the camera for each document. Incumbents also participate in processing microfilm for the division and other state agencies which includes operating the processor, monitoring water, developer and dryer temperatures; and footage and speed control.

Positions in this class are distinguished from those at the lower level as they are required to make decisions concerning a wider variety of documents originating from diverse state and local agencies and the variety of equipment operated.

This is the advanced journey level in the series.

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Page 3 of 6

CLASS CONCEPTS (cont.)

MICROFILM OPERATOR II

Under general supervision, performs the range of duties described in the series concept.

This is the journey level class in the series.

MICROFILM OPERATOR I

Under direct supervision, receives training in the range of duties described in the series concept.

This is the entry level class in the series.

MINIMUM QUALIFICATIONS

MICROFILM OPERATOR IV

EDUCATION AND EXPERIENCE:

I

Three years of experience performing microfilm assignments consisting of document preparation, filming, and inspection of processed film equivalent to a Microfilm Operator II in Nevada State service.

II

An equivalent combination of education and experience in which the applicant demonstrates possession of the entry level knowledge, skills and abilities.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (These may be acquired on the job and/or needed to perform the work assigned.)

Specific knowledge of the organization/work unit employed. Knowledge of agency policies, procedures and practices for operating, adjusting, and maintaining a wide variety of microfilm equipment. Knowledge of supervisory techniques. Knowledge of State payroll/personnel rules, policies and procedures.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Skill in preparing filming and inspection of processed film for proper alignment and legibility of documents and for accurate indexing/retrieval marks.

Ability to schedule, prioritize, and assign microfilm duties according to work load and oversee activities of other microfilm operators.

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Page 4 of 6

MINIMUM QUALIFICATIONS (cont.)

MICROFILM OPERATOR III

EDUCATION AND EXPERIENCE:

I

Two years of experience performing microfilm assignments which included document preparation, filming, and inspection of processed film equivalent to a Microfilm Operator II in Nevada State service; OR

II

An equivalent combination of education and experience in which the applicant demonstrates possession of the entry level knowledge, skills and abilities.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (These may be acquired on the job and/or needed to perform the work assigned.)

Knowledge of a variety of agencies' documents or material filmed to organize or verify that the material is in proper alpha and/or numeric sequence and to dispose of duplicate materials.

Skill in operating, adjusting and maintaining a wide variety of microfilm equipment, including large planetary cameras and processors.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Knowledge of specific filing systems as needed to prepare documents for filming, file the Certificate of Authenticity, and the completed microfilm cartridges or microfiche jackets.

In addition, all knowledge, skills and abilities required at the lower levels of this series.

MICROFILM OPERATOR II

EDUCATION AND EXPERIENCE:

I

Two years of experience performing general office work, of which one year included microfilming assignments consisting of document preparation, filming and inspection of processed film; OR

II

Six months as a Microfilm Operator I in Nevada State service.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (These may be acquired on the job and/or needed to perform the work assigned.)

Knowledge of the specific agency documents or material filmed to organize or verify that the material is in proper alpha and/or numeric sequence, and to dispose of duplicate material.

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Page 5 of 6

MINIMUM QUALIFICATIONS (cont.)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (cont.)

Knowledge of the specific filing systems as needed to prepare the documents for filming, file the Certificates of Authenticity and the completed microfilm cartridges or microfiche jackets. Knowledge of the National Microfilm Association standards pertaining to the density of film and the processing of film as needed to perform density tests.

Ability to develop the film for a density test. Ability to determine the best exposure for a project's documents based on the results of a density test.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Knowledge of microfilming practices and procedures as needed to film documents, and inspect and make corrections to processed film. Knowledge of microfilming cameras, processors, readers, and reader-printers as needed to set up the cameras for filming, program options, inspect the processed film and retrieve/reprint microfilmed documents. Knowledge of the State statutes regarding original record destruction/disposal and certifying the microfilm as needed to inspect film and authorize disposal of documents, and to prepare and film the Certificate of Authenticity.

Ability to perform routine maintenance as needed to properly care for cameras, microfilm/fiche readers and reader-printers, and microfiche jacket inserters. Ability to maintain confidentiality of information contained in documents or material microfilmed.

In addition, all knowledge, skills and abilities required at the lower levels of this series.

MICROFILM OPERATOR I

EDUCATION AND EXPERIENCE:

One year of experience performing general office work.

NOTE: This is the entry level in the Microfilm Operator series and provides for semi-automatic progression to Microfilm Operator II upon satisfactory completion of the required six months training period and with the recommendation of the appointing authority.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (These may be acquired on the job and/or needed to perform the work assigned.)

Knowledge of microfilming practices and procedures as needed to film documents, and inspect and make corrections to processed film. Knowledge of microfilming cameras, processors, readers, and reader-printers as needed to set up the cameras for filming, program options, inspect the processed film and retrieve/reprint microfilmed documents. Knowledge of the State statutes regarding original record destruction/disposal and certifying the microfilm as needed to inspect film and authorize disposal of documents, and to prepare and film the Certificate of Authenticity.

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Page 6 of 6

MINIMUM QUALIFICATIONS (cont.)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (cont.)

Ability to perform routine maintenance as needed to properly care for cameras, microfilm/fiche readers and reader-printers, and microfiche jacket inserters. Ability to maintain confidentiality of information contained in documents or material microfilmed.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Knowledge of common office practices and procedures as needed to type, file and answer the phone.

Ability to follow verbal and written instructions as needed to prepare and film documents and set-up the cameras.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	<u>9.729</u>	<u>9.725</u>	<u>9.719</u>	<u>9.720</u>
ESTABLISHED:	7/1/95P 9/16/94PC	7/1/91P 11/29/90PC	2/1/68	10/5/70
REVISED:			6/23/80-3	12/10/79-3
REVISED:			1/24/84	6/24/80-3
REVISED:			12/19/85-12	1/24/84
REVISED:			7/1/89P	5/17/85-3
			9/27/88PC	
REVISED:			7/1/91P	12/19/85-12
			11/29/90PC	
REVISED:				7/1/89P
				9/27/88PC
REVISED:				7/1/91P
				11/29/90PC
REVISED		7/1/95P	7/1/95P	7/1/95P
		9/16/94PC	9/16/94PC	9/16/94PC